

2007 CITY OF FALLS CHURCH MEMORIAL DAY PARADE AND FESTIVITIES

VENDOR APPLICATION AND CONTRACT

WHAT: 26th Annual Memorial Day Parade and Festivities
WHEN: Monday, May 28 from 9am – 5pm RAIN OR SHINE
WHERE: Falls Church (VA) City Hall Grounds; near Route 7 and Route 29

DEADLINE TO REGISTER: FRIDAY, March 30, 2007

VENDOR STIPULATIONS:

- ❖ All spaces and set-up times will be assigned and **set-up times are FIRM! Please note booth sizes!**
- ❖ **Vendors must stay in their assigned space, which includes use of tents!** Vendors shall not sublet any part of their space or use any aisle space. Vendors are responsible for clean up of their area including any trash.
- ❖ Vendors must stay for the entire duration of the festival and may not leave the booth unattended during the show hours, except for short periods.
- ❖ Upon conclusion of the festival, all vendors must quickly pack up their area and exit City Hall grounds. All vendors are required to make a quick departure from the Festival!
- ❖ Vendors must provide their own display items, tables and chairs.
- ❖ Food vendors must meet Fairfax County Health Department regulations for temporary food service establishments. For a copy of the guidelines, call (703) 246-2444.
- ❖ Tax identification numbers are required of all vendors. For tax questions, contact the Northern Regional Office, Virginia Department of Taxation at (804) 367-8031.
- ❖ Selling of spray snow, "neige magic", silly string, "snap-its" or related items are prohibited. In addition, flea market, odd lots, and resale items are also prohibited.
- ❖ Baked goods are to be sold by food vendors ONLY!
- ❖ **No street vending is permitted.**
- ❖ No vehicles are permitted in the festival area, except during the initial set-up time to deliver items!
- ❖ Electricity and water are NOT provided.
- ❖ Vendors are responsible for the licenses and taxes related to their sales.
- ❖ Event organizers reserve the right to limit the number of vendors per category, but exclusivity of items is NOT guaranteed.
- ❖ Falls Church Recreation and Parks Division reserves the right to remove any item from display that does not meet guidelines.
- ❖ Falls Church Recreation and Parks Division will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost, stolen or damaged items. You must provide your own insurance.
- ❖ No refunds or transfers.
- ❖ Confirmation materials with specific details and maps will be mailed to you in early May.

****MUST BE RECEIVED BY FRIDAY, MARCH 30, 2007. \$10 LATE FEE MUST BE INCLUDED IF AFTER FRIDAY, MARCH 30, 2007.**

TO APPLY:

1. Complete the attached form.
2. Enclose a check made payable to "City of Falls Church" or credit card information.
3. **Enclose a self-addressed stamped #10 envelope.**
4. Mail to: Falls Church Recreation and Parks Division
Memorial Day Vendors
223 Little Falls Street
Falls Church, VA 22046
(703) 248-5077 Fax: (703) 536-8150
5. Email to: recreation@fallschurchva.gov

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COMPLETE ENTIRE FORM

ORGANIZATION NAME: _____

CONTACT NAME: _____

COMPLETE MAILING ADDRESS: _____

ZIP: _____

TELEPHONE NUMBERS: HOME: (____) _____

WORK: (____) _____

STATE SALES TAX REGISTRATION NUMBER: _____

DETAILED DESCRIPTION OF **ALL ITEMS** TO BE SOLD AND/OR DISTRIBUTED:

BOOTH TYPES, SIZES AND FEES: (CHECK ONE)

____ CIVIC: Civic/non-profit organization (501(c) 3 status)
6' (width) x 10' (depth) = \$40

____ ARTIST/CRAFTER: Handmade **by the vendor**
6' (width) x 10' (depth) = \$60 **or**
10' (width) x 10' (depth) = \$110

____ BUSINESS: (including handmade items not made by the vendor)
6' (width) x 10' (depth) = \$60 **or**
10' (width) x 10' (depth) = \$110

____ FOOD: 10' (width) x 15' (depth) = \$160
Do you have a trailer? ____ Yes ____ No
Size of trailer including tongue: _____

Request same space as 2006 Memorial Day Festival (may not be available) ____ Y ____ N SPACE# _____

ADD \$10 LATE FEE AFTER FRIDAY, March 30, 2007. SPACE DEPENDS ON AVAILABILITY.

Method of Payment:

____ Check (made payable to "City of Falls Church")
____ Credit Card – circle: Visa, MasterCard, American Express or Discover
Credit Card Number: _____ Exp: _____

ENCLOSE A SELF-ADDRESSED, STAMPED #10 OR LARGER ENVELOPE

MAIL TO: FALLS CHURCH RECREATION AND PARKS DIVISION
MEMORIAL DAY VENDORS
223 LITTLE FALLS STREET
FALLS CHURCH, VA 22046
PHONE: (703) 248-5077 FAX: (703) 536-8150

EMAIL TO: recreation@fallschurchva.gov

I HAVE READ THE VENDOR STIPULATIONS AND AGREE TO ABIDE BY THEM.

SIGNATURE _____ DATE _____

OFFICE USE ONLY=====

CATEGORY: _____ DATE RECEIVED: _____ PAID: \$_____

RECEIPT #: _____ BOOTH #: _____ SET-UP TIME: _____